

Training descriptions for life-skills-career-readiness-10092022

Soft-Skills ...How can we help high school and college students, drop outs and young workers achieve better lives and understand the work environment? Teach them the soft-skills of life. See work as a career that you can continuously get better. The training will be integrated with a “mindfulness approach” (You have control over your actions):

Examples of the Life Skills / Soft-Skills:

- Character Development
- Use of Questioning
- Work in Teams ... Collaboration, decision making, brain writing
- Communication Skills... Presenting yourself, empathy for the other person’s view, customer focus, thinking with clarity and precision
- Problem framing and solving, understanding what is the true problem and tinkering with ways to solve the problem
- Habits of Mind ... Persistence, problems as opportunities, finding humor, accuracy in your work, remain open to continuous learning
- Respectful dealing with others (Professionalism)
- Dialogue ... 6 Hats How to create dialogue and not shouting matches.
- Entrepreneurships / Innovation, business processes
- Brain Plasticity ... we continuously are able to learn new things
- Thinking skills ... Questions, creative and critical thinking, meta-cognitive reflection and system thinking. Quality focus and feedback
- Leadership ... What is it and how does it differs from management?
- Work Ethic and Professionalism

Professionalism	Interpersonal skills
Problem solving and adaptability	Personal value commitment
Teamwork	Managing others



Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

For new college graduates, career readiness is key to ensuring successful entrance into the workforce. Career readiness is the foundation upon which a successful career is launched. Career readiness is, quite simply, the new career currency.

For higher education, career readiness provides a framework for addressing career-related goals and outcomes of curricular and extracurricular activities, regardless of the student's field of study. For employers, career readiness plays an important role in sourcing talent, providing a means of identifying key skills and abilities across all job functions; similarly, career readiness offers employers a framework for developing talent through internship and other experiential education programs.

CAREER READINESS COMPETENCIES

There are eight career readiness competencies, each of which can be demonstrated in a variety of ways. Review a definition of each competency below as well as download supplemental materials to support and incorporate into your initiatives.

[What is Career Readiness? \(naceweb.org\)](http://naceweb.org)

Professionalism tops the list of success predictors. Have we stated the obvious? Yes. Professionalism is the “price of entry” for most positions (unless you value unprofessional workers). But how do you define professionalism? Clearly professionalism in a customer facing sales role differs from someone behind-the-scenes developing products, stocking the store, or cleaning it. Predictors of professionalism should therefore be job-specific. However, a variety of skills apply to professionalism across the board:

- Dependability
- Following instructions
- Work ethic



For some positions, professionalism might include:

- Ability to stay on top of industry trends
- Command of certain software tools
- Commitment to health & safety (critical in oil & gas industries, for instance)

The most telling indications of a candidate's professionalism come from fellow professionals' views on what it was like working with your candidate.

Interpersonal skills Can personality tests provide insights regarding a candidate's interpersonal skills? Yes. Can they reveal how well the candidate worked in team situations in prior jobs? Not very well. You need a better source of data. However talented the candidate may be, having interpersonal skills like the following will make him or her far more likely to succeed:

- Listening
- Relationship-building
- Collaboration

How might these skills help candidates succeed in a helpdesk position? Engineering? Nursing?

How effectively a doctor or a nurse communicates with patients is critical to their outcomes, the overall patient experience and, ultimately, hospital and provider ratings.

Similarly, a construction project manager's ability to communicate the importance of safety standards to his team can be critical to their wellbeing.

Once again, realize that job specific evaluations are invaluable. The evaluation of past managers, coworkers, and direct reports are pure gold. Recent research shows other people's evaluations of soft skills are significantly more predictive of work performance than a candidate's self-ratings.



Problem solving and adaptability are also top predictors of success. Essentially, every job calls on some degree of problem solving; specifically, the employee's ability to assess and analyze issues and identify solutions. What's more, every job requires adaptability to changing conditions. These are essentially problem solving or cognitive abilities, such as:

- Analyzing and summarizing information
- Making decisions
- Adapting to change

You'd imagine that an engineer would need these skills, but a machine operator might as well. In higher education, staff are adapting to a host of new online tools and resources because their students have embraced them.

The more you're able to assess problem solving and adaptability based upon the challenges of a specific job, the better you'll be able to predict a candidate's success.

Personal value commitment, As someone relied upon to evaluate and hire talent, you must assess a candidate's personal values such as ethics and honesty (or lack of). Your goal is to understand to what degree the applicant possesses:

- Integrity
- Respect for diversity
- Adherence to standards and policies

There are positions that provide employees with access to sensitive, personal, financial or security data. A candidate's commitment to values and ethics is a key driver of your own risk exposure.



The bad news here: standard background checks and personality assessments typically do not measure a candidate's personal values. It's estimated that approximately 30% of all candidates attempt to fake their way through personality tests. On the Internet, it's easy to find books, videos and resources that teach you how.

Again, your true metric is past job performance.

Managing others, A great number of positions demand management skills, and for many of those that don't, you probably hope a new hire could be future management material. Your goal is to understand to what degree the applicant possesses skills in the areas of:

- Selecting and retaining talent
- Leading a team
- Holding others accountable

Management is slippery territory. While many jobs clearly demand management skills, many others will call on them at times. Project managers are a great example. They may not directly manage a team, but they will obviously require management skills to successfully lead team-based projects. Do your current interview and hiring processes help you to evaluate management skills based on the requirements of the actual position? They should.

Teamwork, The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed.

- Communication
- Social engagement
- Relationship-building



- Teamwork

CAREER & SELF-DEVELOPMENT, Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

- Show an awareness of own strengths and areas for development.
- Identify areas for continual growth while pursuing and applying feedback.
- Develop plans and goals for one's future career.
- Professionally advocate for oneself and others.
- Display curiosity; seek out opportunities to learn.
- Assume duties or positions that will help one progress professionally.
- Establish, maintain, and/or leverage relationships with people who can help one professionally.
- Seek and embrace development opportunities.
- Voluntarily participate in further education, training, or other events to support one's career.



Team Curriculum



Discussion of the elements of the classroom culture:

What is the culture of the team?
How is a learning team like a sports team?

Write up the results

The school will foster a **team/community-based** culture of a learning environment, with all treated as adults and with respect. What is our classroom culture? (how are we going to operate?)

The school will foster a **team/community-based** culture of a learning environment, key values and treating all as adults and with respect.



- Elements of Culture
 - Language
 - Communication
 - Symbols
 - Traditions (rituals, ethics, design)
 - Values
 - Customs and Morals
 - Beliefs
 - Organization
 - Norms
 - Roles and Responsibilities
 - Rituals
 - Music and Public Ceremony

Essential Questions I must answer: Do Organizations have a Culture?

- 1. What do I bring to the team?
- 2. What are our commitments to one another?
- 3. What differences exist between us?
- 4. How will we operate?
- 5. How will we know we are succeeding? What benefits does a team approach help in solving problems?

How are we going to work together – handle conflicts

Creating a team charter

The Charter Covers:

- Goals (short, ...)
- How will we be measured at the end,
- Roles that the team will do, (Scribe, Captain, Planner, Advisor, Tester, Public reporting)
- Our values, ... Curiosity, Trust, Flexibility,
- Deliverables?
- How will we handle conflicts?



Building Self-Regulation Skills: Seven Steps to Building Self-Regulation Skills

One such tool, co-developed by Rebecca Bailey, [Gretchen Brion-Meisels](#), and Jones: A set of simple strategies parents of young children can use to **build self-regulation skills at home — for themselves and for their children.**

1. **Stop and think.** Instead of yelling “no!” when your child is growing upset, overexcited, or disruptive, ask him to “stop and think”: pause, take a break, and reflect for a moment before acting.
 - *Game tip:* “Simon Says” can help children remember to think before acting.
2. **Focus, pay attention, and listen.** When your child is talking to another person, remind her to stop what she’s doing, look at who is talking, and “hold on to” her ideas rather than interrupting.
 - *Game tip:* “I Spy” and “Name that Sound” can help children practice looking and listening carefully.
3. **Remember directions and follow through with daily tasks.** For multistep chores such as setting the table or getting ready for school in the morning, post a list of steps in that area or make up a song to help your child remember what he has to do.
 - *Game tip:* “Going on a Bear Hunt” and “Going to Grandma’s House” can help children practice keeping track of and updating lists of items.
4. **Plan and set goals.** When making plans, talk through them with your child. For example, if she wants to have a birthday party, write out list of steps (sending out invitations, buying decorations, making a cake, etc.) you both have to accomplish before the big day. Set a timeline and cross off tasks together as you both complete them.
5. **Practice being patient.** Explain to your child what you do when you have to wait for something. Try out different strategies for the two of you when waiting at the doctor’s office or in line at the grocery store, such as counting all the red things you see or singing a song.
6. **Manage difficult feelings.** Depending on your child’s age, when he grows upset encourage him to take a deep breath, count backwards from 10 or 20, go for a walk, or write down his feelings. When you grow frustrated along with your child, practice these strategies together to help manage your own feelings.
7. **Deal effectively with conflicts.** To help your child listen and understand other people’s perspectives, teach her to use “I messages” (such as “I feel angry when...”) and “say it backs” (such as “You’re saying to me that...”). When she’s upset with someone, brainstorm compromises together. When you have your own conflict to resolve, explain your thought process. Remind your children that conflicts are normal, but that it’s important to solve them in peaceful and kind ways.



Life Skills

Essential abilities someone needs for everyday life.

- How to dress yourself
- How to brush your teeth
- How to tie your shoes
- How to have a conversation

Career Skills

Abilities to keep someone successful at work.

- Professionalism
- Networking
- Time management
- Leadership

Soft Skills

Universal abilities that help any career.

- Written communication
- Verbal communication
- Professionalism
- Time management

Overlap

- Professionalism
- Time management
- Communication
- Creativity

Employability Skills

- Finding a job posting
- Writing a resume
- Completing an interview
- Networking

Abilities to find, apply to, interview for, and secure a job.

